

MINUTES
PAGE COUNTY BOARD OF SUPERVISORS
WORK SESSION
JULY 6, 2010

All Members Present: Johnny Woodward, Chairman, At-Large
 Robert Griffith, District 1
 Larry A. Sours, District 2
 J. D. Cave, District 3
 Darrell Short, District 4
 Jeff Vaughan, District 5

Staff Present: Charlie Campbell, Commissioner of the Revenue
 C. R. Suddith, Treasurer
 Amity Moler, Finance/HR Director
 Lynda Minke, Landfill Office Manager
 James Hilliard, Solid Waste Operations Supervisor
 Regina Miller, Executive Secretary

Media & Others Present: Kevin Seabrooke, *Page News & Courier*
 10 County Employees & Citizens

Call to Order:

Chairman Johnny Woodward called to order the work session of the Page County Board of Supervisors on July 6, 2010 at 7:00 p.m. in the Board of Supervisors Room, located in the Courthouse, noting a quorum was present.

School Board Resolution/Installation of Update HVAC at Stanley Elementary

School:

Barbie Stombock, School Board Director of Finance, read the Resolution, as adopted by the School Board at their June 14, 2010 meeting, requesting funds for the installation of updated HVAC equipment at Stanley Elementary School:

Whereas, there are thirteen classrooms at Stanley Elementary School that are heated and cooled by Nesbitt heat pump/through the wall package units; and

Whereas, these package units area consistently breaking down and have presented several safety issues with two individual units catching fire; and

Whereas, parts for these package units are extremely difficult to obtain within the United States; and

Whereas, RFPs for HVAC replacements units were released; and bids were received from two companies; and

Whereas, at their regular meeting on Monday, June 14, 2010, the Page County School Board approved the bid received from J. Rex Burner, Inc. in the amount of \$144,975.00 to replace the HVAC units that are currently being serviced by Nesbitt units;

Now, Therefore, Be It Resolved, that the Page County School Board requests the Page County Board of Supervisors to approve this funding in the amount of \$144,975.00 for the replacement of HVAC units at Stanley Elementary using arbitrage funds.

Ms. Stombock stated that the School Board is requesting the Supervisors to approve a budget amendment for them to use money from the arbitrage fund to replace these units.

Motion:

Supervisor Cave moved to approve the Resolution, as presented. Supervisor Short seconded and the motion carried by a vote of 6-0. Aye: Griffith, Sours, Cave, Short, Vaughan, Woodward.

Presentation of the Laurence Property:

Melinda Kramer, Laurence Property Co-Owner, explained to the Board that the Laurence Property is being offered to the County for sale, in conjunction with two to three other properties on the block. She presented a photo of what the building may look like on the exterior, if purchased by the County as the location for an Office Building. This building, which has been completely remodeled on the interior, could meet the immediate needs of the County for office space. The adjoining parcels could meet the need for future office space. Economically, the building could spur a positive trend for the west part of Luray and could be a jewel to the County by offering short and long term solutions. The inside of the building, at this point, is an open shell and ready to be finished. She said she is sensitive to the County's budgetary constraints and stated that she understands what it is like to be fiscally responsible. She said this is a common sense approach to create good energy for economic and public relations in the community. The building could house the Commissioner of the Revenue, Treasurer, GIS, Building and Zoning. It is ADA compliant, but without an elevator for access to the second floor; however, it appears that one can be installed for less than \$30,000. Ms. Kramer indicated that this is the right thing for the community and she will work with the Board on purchasing the property. The price is \$985,000 for four parcels of property and one building.

Supervisor Cave said that Ms. Kramer stated the sale price, but what is the lease price? Ms. Kramer said she and Mr. Bob Harrison, Co-Owner, is prepared to work with the Board on a lease. Regarding the sale, Supervisor Cave asked if it could be owner financed, at what rate, and for how long? Ms. Kramer said owner financing is an option partnering with the local banks, who have said they would be willing to finance. She stated she would like to present a proposal to the banks for them to come up with specific terms. Mr. Harrison clarified that they could finance the property as-is.

Supervisor Cave then asked if they would be interested in a property exchange. Ms. Kramer remarked that by profession she does not trade properties, but rather renovates old buildings for sale.

Chairman Woodward asked if the price is negotiable? Mr. Harrison stated that if the Board is serious about the property, then a group of people need to meet on a list of particulars. Chairman Woodward indicated that the Office Building Committee needs to be reappointed to meet and come back to the Board with a report.

Supervisor Short remarked that he would like to see who owns the other properties within the block.

Supervisor Cave indicated that this seems like a good idea, but the issue of parking would exist with this property.

Stanley Landfill Monitoring Wells Access Agreement:

Lynda Minke, Landfill Office Manager, explained that permission to place the two monitoring wells on the Smeltzer property has been granted and they have notified the Department of Environmental Quality (DEQ), in a letter from SCS Engineers, who have been working on this project for the County. A deed has been drawn up by Mr. George Shanks, County Attorney, and as soon as the deed is approved she will take it to the property owners for signature. There was previously an agreement that the County would pay the Smeltzer's for each of the wells that will be installed, totaling \$1,000.

Supervisor Vaughan indicated that DEQ is dictating to the County that these wells need to be installed. Therefore, they have addressed the plan and the engineering firm is carrying out the responsibility. This process has to be completed in order to be in compliance at the Stanley Landfill.

Motion:

Supervisor Short moved the deed of easement for Lisa Ann Smeltzer Shifflett and Virginia Mae Shifflett be approved and that the \$1,000 consideration be paid for the easement, as described in the deed. Supervisor Vaughan seconded and the motion carried by a vote of 6-0. Aye: Griffith, Sours, Cave, Short, Vaughan, Woodward.

Supervisor Cave noted that the purpose of the deed is to become compliant with the directive from the engineers for the location of the two monitoring wells.

Discussion of County Expense Account Policy:

EXHIBIT A

Amity Moler, Finance/HR Director, reviewed the proposed County Expense Account Policy as drafted by the County's auditors. She mentioned that, prior to any employee attending a conference, a pre-conference travel form must be completed and approved by the Department Head. The form must include the cost of the conference and estimated expenses. When the employee returns from the conference, the form must be completed on the reverse side and be accompanied with detailed receipts or documentation and approved by the Department Head. There will be no travel unless it

is pre-approved by the Department Head/County Administrator or Board Chairman if the County Administrator is the one attending. County credit cards are not to be taken on out of town travel. There will be no more reimbursement for mileage, unless a County vehicle is not available. However, if a County vehicle is available and the employee takes a family member, then mileage will only be reimbursed at half the reimbursement rate. Mrs. Moler pointed out that no reimbursement for meals or other food items consumed during the normal work schedule for an employee will be paid. This includes breakfast, lunch, dinner and snacks for conferences that are only for the day in a nearby locality.

Motion:

Supervisor Cave moved to adopt the Expense Account Policy, as presented. Supervisor Short seconded and the motion carried by a vote of 6-0. Aye: Griffith, Sours, Cave, Short, Vaughan, Woodward.

Discussion of Cash Flow:

C. R. Suddith, Treasurer, explained that it was previously mentioned that the County would need a revenue anticipation note this year. He provided a cash flow analysis to the Board, based on the budget they adopted. The beginning cash balance in the General Fund as of June 30, 2010 was \$4,296,391.45. He noted that the revenue budget for the General Fund is \$27,434,230 and expenditure budget is \$28,885,411, for a difference of \$1,451,181 and this is scheduled to be pulled from the fund balance by the end of the current fiscal year. The months of November, December, May, and June are the big months for tax collection. After reviewing the analysis, he requested the Board to instruct him to bid a revenue anticipation note for \$4.5 million, with bids to be returned by July 26, for closing in mid-August.

Motion:

Supervisor Cave moved to give Mr. Suddith direction to proceed with a revenue anticipation note for \$4.5 million. Supervisor Sours seconded and the motion carried by a vote of 6-0. Aye: Griffith Sours, Cave, Short, Vaughan, Woodward.

Discussion on Land Use:

Charlie Campbell, Commissioner of the Revenue, mentioned that the local farmer's, as a result of budget reductions, have expressed concern with the possible elimination of the land use program. Currently, the Forestal category is taxed at \$150 per acre and it has been recommended to increase it to \$400 per acre, which would result in an additional \$50,460 in revenue annually. Also, he said it has been recommended to increase the open space rate from \$1,000 per acre to \$2,500 per acre. The Farmer's Association felt that if the Board were to make any changes to land use, they would like the Board to consider eliminating the Horticultural and Open Space categories.

Supervisor Short mentioned that the Association also discussed normalizing the Agricultural and Forestal categories making them both \$300 per acre. He then asked where the proposal to change Forestal to \$400 per acre originated. Mr. Campbell replied that the State Land Evaluation and Advisory Council (SLEAC) set the values.

The Agricultural values for what SLEAC has recommended has decreased; however, the Forestal has increased and he took the difference of the two to come up with a proposed value. If the 260 acres of Open Space category was eliminated it would generate an additional \$6,345 in revenue. He noted that the only time the land use values can be changed is during a general reassessment, to become effective with date of the reassessment. He stated that any changes to land use would have to be done manually.

Supervisor Vaughan noted that since this has to be done manually, if the categories are eliminated would this make it more efficient. Mr. Campbell mentioned that it would create some efficiency. Supervisor Vaughan asked how much it would cost the County to process the Agricultural and Forestal categories. Mr. Campbell mentioned that it takes one to one and one-half employees to process land use. Supervisor Vaughan said if the Horticultural and Open Space categories were eliminated, what administrative cost would it save the County. Mr. Campbell replied that it would save very little.

Closed Session: 8:29 p.m.

Motion:

Supervisor Griffith moved that the Page County Board of Supervisors convene in closed session under the Virginia Freedom of Information Act in order to discuss personnel matters relating to specific officers, appointees, or employees of the Page County Board of Supervisors for the purpose of considering such person's assignment, appointment, promotion, performance, demotion, salary, discipline, or resignation, pursuant to Section 2.2-3711(A)(1) of the Code of Virginia. Supervisor Sours seconded and the motion carried by a vote of 6-0. Aye: Griffith, Sours, Cave, Short, Vaughan, and Woodward.

Exit Closed Session: 9:03 p.m.

Motion:

Supervisor Griffith moved the closed meeting be adjourned and the Page County Board of Supervisors reconvene in open session. Supervisor Sours seconded and the motion carried by a vote of 6-0. Aye: Griffith, Sours, Cave, Short, Vaughan, and Woodward.

Certification of Closed Meeting:

To the best of my knowledge (i) only public business matters lawfully exempted from open meeting requirements under Section 2.2-3711(A) of the Code of Virginia, 1950, as amended, and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting.

<u>Roll Call Vote:</u>	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>	<u>Abstain</u>
Robert Griffith	X			
Larry Sours	X			
J. D. Cave	X			
Darrell Short	X			
Jeff Vaughan	X			
Johnny Woodward	X			

There was no action as a result of Closed Session.

Adjourn: 9:04 p.m.

With no further business, Chairman Woodward adjourned the meeting.


Chairman

#42 – Expense Accounts

Purpose:

The purpose of this policy is to establish rules, regulations and procedures for the payment of necessary incidental out of pocket expenses by employees while performing work for the County. Travel expense documentation is essential to ensure fiscal responsibility. All travel expense documentation is a matter of public record and may be reviewed by the public at any time.

General:

Upon prior approval, the County will pay the cost of necessary out of pocket expenses by employees incurred in the performance of their duties. When authorized by the County Administrator, the County will also pay such expenditures incurred during an emergency situation that would otherwise not be required.

Prior Approval:

Prior approval of a work related trip, conference, or training shall be obtained from the department head before any travel expense shall be reimbursed. Completion of the Pre-Conference Travel Form shall be completed when the decision and approval is made for travel. The Pre-Conference Travel Form should be included with invoices to pay airfare, hotel reservations, and conference and training registrations. This notifies Finance that the proposed trip has been approved by the department head, these are the major expenses associated with the travel, and additional travel reimbursement expenditures may be incurred by the employee during the trip.

During prior approval, arrangements need to be made to use a County vehicle for travel. If a County vehicle is not available for use this shall be noted on the Pre-Conference Travel Form. Likewise if an employee elects to drive a personal vehicle for travel this shall be noted on the Pre-Conference Travel Form.

Travel Expense:

No travel expense shall be reimbursed to an employee unless prior approval has been given to the employee by the department head. Qualifying travel expenses include such items as vehicle mileage, meals, lodging, parking, tolls and similar expenditures including tips or gratuities. **No expense will be reimbursed unless accompanied by appropriate detailed receipts or documentation.** The County Administrator and/or Department Head may approve expenses that are not accompanied by a detailed receipt if the traveler signs a note stating that alcohol was not purchased and the expenses were for the traveler only.

Employees are expected to utilize good judgment and obtain the necessary services at reasonable costs. Such costs will vary from time to time and place to place, therefore no dollar value limits have been established at this time. Alcohol purchases **will not** be reimbursed by the County. An employee may either have these purchases placed on a separate receipt at the time of purchase or deduct the amounts applicable (including tax) to the alcohol purchase from their travel reimbursement.

Unless specifically authorized by the department head, no reimbursement for meals or other food items consumed during the normal work schedule for an employee will be paid. This includes breakfast, lunch,

dinner and snacks for conferences that are only for the day in a nearby locality. If you have to leave the day before for a conference that is far away, then only dinner will be reimbursed for the day of traveling. See examples that follow.

Appropriate Documentation for Expenses:

Appropriate documentation for expenses will include detailed receipts for vehicle mileage, meals, lodging, parking, tolls and similar expenditures.

Mileage

- Total miles traveled and a brief description of the trip will be necessary to reimburse for mileage.

Meals

- Meals submitted for reimbursement **MUST** have a detailed receipt. If a detailed receipt is not received the meal will only be reimbursed with appropriate approval from the County Administrator and/or Department Head.

Lodging

- Receipts must show detail of charges made each day to the room.
- Miscellaneous charges on a lodging receipt will not be reimbursed. Such miscellaneous items may include but are not limited to, telephone charges, movie/electronic charges, room service, and hotel restaurant/café meals charged to the room.
- Room service and restaurant/café meals will only be reimbursed if a detailed receipt accompanies the lodging receipt documenting what was ordered.

Parking

- There may be certain circumstances when a receipt may not be available. In these circumstances the date the parking charge occurred, the lot name, the cost to park, and the name/location of the parking lot will be sufficient for reimbursement.

Expenses for other than County Employees:

From time to time it may be necessary and appropriate for the County to bear certain expenses for persons other than County employees. Prior approval shall be obtained from the department head for such expenditures. Such expenses may include business lunches or dinners. These expenses will only be reimbursed with a detailed receipt of the meal purchased, explanation of the meal, and who was in attendance. Alcohol purchases will not be reimbursed. Expenses for a family member(s) or a non-business related guest(s) are excluded from reimbursements.

If spouses will be attending a conference with a County employee, the employee is expected to bear all expenses of the conference for their spouse. Finance will forward the employee's check for the spouse registration along with the County check for the employee registration so that registration may be completed at one time.

Vehicle Use:

When traveling out of town an employee is expected to use a County vehicle if one is available. If an employee elects to drive a personal vehicle as a matter of convenience, then mileage **will not** be reimbursed. If a family member(s) or guest(s) is traveling with the employee, the employee must use his/her personal vehicle and will be reimbursed for mileage at **half** the mileage reimbursement rate. Gas

will not be reimbursed during use of a personal vehicle. The employee will assume responsibilities for all expenses incurred by family members(s) or guest(s). The mileage reimbursement rate is set by the Internal Revenue Service. When the IRS rate changes the County mileage rate will also change.

Travel Expense Voucher:

As soon as practical, upon completion of the trip, the employee shall complete the Travel Expense Voucher, have it approved by his or her department head, then submit the completed Travel Expense Voucher along with supporting documentation to Finance. Reimbursements will be paid to the employee upon submittal of the Travel Expense Voucher on the next accounts payable checks written date, which is every Thursday. All detailed receipts must be clearly marked to reflect only employee expenses. It is suggested but not required that meals purchased for family member(s), guest(s), or alcohol be paid on a separate receipt. This reduces confusion in determining which meals should be reimbursed to the employee. Minimal travel expenses, up to \$25 per expense, may be reimbursed through Petty Cash **only** if a travel expense voucher has been completed and approved by the department head. Registration fees for conferences and training should be obtained through Finance, not petty cash, if possible.

Travel Expense Voucher Checklist:

1. Complete travel expense voucher.
2. Double check your totals.
3. Attach supporting detailed receipts, clearly marked, if needed, as to what is a County employee expense or what is not.
4. Sign voucher.
5. Obtain department head signature and budget code.
6. Return to Finance for payment.

Use of County Credit Card:

County credit cards are not to be taken on out of town travel. Expenses incurred during out of town travel will be paid by the employee and may be reimbursed upon return from the trip.

Please refer to Finance Accounts Payable Procedures on use of the credit card.

Examples for Conference Reimbursable Meal Expenses:

You are leaving for a three day conference in Delaware on Sunday. The conference is a full day Monday, Tuesday, and a half-day on Wednesday. You would claim the following meals on your travel expense reimbursement voucher (assuming that they are not provided for in the conference fee):

- Sunday-dinner
- Monday-breakfast, lunch and dinner
- Tuesday-breakfast, lunch and dinner
- Wednesday-breakfast and lunch

You are leaving for a conference in Rockingham County (a nearby locality). The conference is a full day and no meals were provided during the conference but a 1½ hour lunch break was given during the conference. You would not claim any meals. This conference is considered to occur during normal working hours in which you would be responsible for your own meals.

Pre-Travel Form

Name

Department

Date

Purpose of the Trip: _____

Anticipated Expenses:

Date(s)	Expenses (Meals, Lodging, Parking, Mileage)	Total

Total Advance Request: _____

I hereby certify that this travel is in discharge of official duties.

Signature of Employee (Traveler)

Date

Signature of Department Head or County Administrator

Date

Please Note: Itemized receipts must be included for all expenses. Attach all receipts and documentation supporting all travel and expenses (i.e. itinerary, agenda, schedules, etc.)

TRAVEL AUTHORIZATON FORM

Name _____

Department _____

Date _____

1. Itemized receipts must be included for all expenses. If a receipt is missing or does not have an itemized detail, reimbursement will only be issued with appropriate approval. Tips may be included on each individual receipt.
2. Voucher must be totaled, signed and coded by the Department Head.
3. Mileage will be reimbursed ONLY when a county vehicle is NOT AVAILABLE.
4. An employee must use a personal vehicle if a guest or family member accompanies the employee on travel. Miles will be reimbursed at half the mileage reimbursement rate.
5. Attach the Pre-conference Travel Form along with any documentation supporting the type of travel.

Date(s)	Expenses (Meals, Lodging, Parking, etc.)	Miles Traveled	Totals
Total Miles Traveled to be reimbursed at 50¢/mile			
Half Mileage Reimbursement (See #4) at 25¢/mile			
TOTAL REIMBURSEMENT			

Budget Codes	Amount

Signature of Traveler

Signature of Department Head or
County Administrator